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LOGNOTE -- Chief, Operations Group, 29 June 1983

1. [] the former Hong Kong Bureau contract secretary, phoned to ask if she could use FBIS as her employer on a mortgage application. Her husband is a USIA employee and was Cultural Attache in Hong Kong during their tour there. [] would like to continue her employment with FBIS after she and her family get resettled in Washington.

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I found that her current contract, at GS-06, is in force until 7 July, so I told her to go ahead and list CIA as her employer. Admin Staff will arrange to have her converted to a WAE contract. She will be returning to the Washington area towards the end of July, will contact us then to start administrative formalities, and will be ready to start work shortly after the school term starts. She will be available for six hours work per day. She was polygraphed in the field in 1981, so it should be relatively simple to complete her processing.

I tentatively plan to assign her to DRD, with the idea that she also could be used as a "floater" when MOD, ED or the Ops office needs extra secretarial help. [] has had a lot of overseas experience, is resourceful, and can do a lot of things. She served mainly as the bureau's admin assistant in Hong Kong, so she may need some refresher typing training.

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(cc: D/FBIS, C/DRD, AS/P&TB, SA/CD)

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